

# WATERLOO REGIONAL HERITAGE FOUNDATION MINUTES

Tuesday, February 26, 2013  
6:36 p.m.  
Room 218  
Regional Administration Building  
150 Frederick Street, Kitchener

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Present were: Chair S. Rung, D. Bonk, P. Clarke, A. Crerar, A. Dias, T. Galloway, L. Haggerty, Z. Janecki\*, J. Lewis, S. Lovell, S. Massel, B. Paddock, K. Seiling, W. Stauch, L. Turner

Members absent: J. Glass, M. McCreery, J. Roberts

## DECLARATION OF CONFLICT OF INTEREST

S. Massel declared conflicts of interest with respect to: the Project/Event Grant Application from the University of Waterloo Library, to be discussed under the Allocations and Finance Committee, due to her employment at the University of Waterloo; and the Project/Event Grant Application from Lost and Found Theatre for the play "On the Inside", to be discussed under the Allocations and Finance Committee, due to a family member's pecuniary interest in the project.

## DELEGATIONS

- a) Ingrid Schiller, Director of Charities, Formulating Change Inc., provided information regarding the Changelit Program. She advised that this is a new program which allows individuals to register to have their purchase transactions virtually rounded up with the round up funds being contributed to the charity of their choice. She explained that 100% of the donation is remitted to the chosen charity, which then pays Changelit 6.9% for the service. The program offers charities increased visibility and communication with groups across the nation.

A copy of the presentation is attached to the original minutes.

- b) Tracy Loch, Curator/Director, Castle Kilbride National Historic Site, Township of Wilmot, provided information about the Grant Application for Castle Kilbride. She reviewed the background and historical significance of the property, that the murals were painted in 1878, and that Parks Canada identified the property as a National Historic Site and the murals as a level one in significance. Touch up work on the murals was undertaken by Parks Canada in the 1990s which is causing a reaction of flaking and bubbling of paint and plaster. She indicated that they have been working with technical experts from Parks Canada for a number of years to address the issue. Through having experts into the building, T. Loch has learned a great deal about the uniqueness and needs of the murals. Due to recent cutbacks by the Federal government, Parks Canada is no longer assisting with the project. The Township has taken steps to understand and improve the environment inside the Castle to support the preservation of the murals. Through photographs, T. Loch showed the primary areas identified for the project which she identified to threaten the integrity of the site.

In closing, she advised that the grant request was for \$12,400 to match the Townships funding.

A copy of the presentation and correspondence are attached to the original minutes.

In response to member inquiries T. Loch would provide a letter explaining why a second quote was not available. She also advised that the project would not disrupt the public programs at Castle Kilbride.

\*Z. Jankecki left the meeting at 6:52 p.m.

## **APPROVAL OF MINUTES**

At the January 22, 2013 meeting, S. Massel requested an amendment to the November 27, 2012 Minutes for the item regarding Bob Woolner and the Zeller Drive property. In review of the matter with staff, the following replacement paragraph more accurately reflected the discussion at the meeting.

MOVED by S. Massel  
SECONDED by S. Lovell

THAT the minutes of the Waterloo Regional Heritage Foundation meeting held on Tuesday, Tuesday, November 27, 2012, be amended to replace Other Business item d) on page 4 with the following:

- d) Members spoke about Bob Woolner who passed away on Friday, November 23, 2012. They recognized his involvement in preserving his family farm located on Zeller Drive in Kitchener, through the granting of a heritage easement. The Foundation plaque will be in place before his memorial being held at the site on December 8, 2012.

CARRIED

MOVED by P. Clarke  
SECONDED by J. Lewis

THAT the minutes of the Waterloo Regional Heritage Foundation meeting held on Tuesday, January 22, 2013, be approved as presented.

CARRIED

## **ACCOUNTS AND GRANT SUMMARY**

Connie Bogusat, Analyst Financial Services, submitted the Waterloo Regional Heritage Foundation Accounts and Grant Summary as of February 2013 for review.

## **2012-2013 COMMITTEES**

- a) Allocations and Finance Committee
  - i) Project/Event Grant Application – Castle Kilbride, to contract an expert to repair, repaint and conserve the painted wall and ceilings inside Castle Kilbride

L. Haggerty advised that the Committee reviewed the application and discussion of the application occurred. Members commented on the issue of support from the Federal government; the contribution and commitment of the Township toward the project and

the annual operation and maintenance of the building; the significance of the murals to the site and the local area.

MOVED by L. Haggerty  
SECONDED by S. Lovell

WHEREAS The Waterloo Regional Heritage Foundation (WHRF) will not normally consider applications regarding buildings or objects owned by the federal, provincial or municipal governments, WHRF has made an exception to its Grant Policies for the following reasons: the historical significance of the preservation of the murals and Castle Kilbride as a National Historic site; that the Township of Wilmot is committed to contributing half of the cost of the project; the Township has taken steps to understand and improve the environment inside the Castle to support the preservation of the murals;

THAT the WRHF approves a grant to the Township of Wilmot Castle Kilbride up to the maximum amount of \$12,400, representing approximately 50% of the cost to contract an expert to repair, repaint and conserve the painted wall and ceilings inside Castle Kilbride, as described in the application for grant funding;

AND THAT The Township of Wilmot provide a letter indicating why a second quote for the work was not provided with the Application;

AND THAT the project be completed by February 26, 2014, a one year period from the date of the approved motion;

AND THAT suitable acknowledgement of the Foundation's contribution is made using the official name Waterloo Regional Heritage Foundation and the Foundation's logo, to be provided by the Foundation, to appear in all printed materials and advertising;

AND THAT a statement of account with copies of supporting invoices be submitted to the Foundation upon completion of the publication with written request for payment;

AND FURTHER THAT the applicant agree that the printed materials and advertising be provided by the applicant to the Foundation, and the Foundation's support of such, may be used by the Foundation for such purposes as promotional materials and on the Foundation's website.

CARRIED (S. Massel Opposed)

ii) Project/Event Grant Application – Lost and Found Theatre, to mount the full production of the play “On the Inside” by Dona Massel

L. Haggerty provided an overview of the Committee discussions with respect to the application. In light of the timing of the mounting of the play, there was insufficient time for the A&F Committee to review the application and forward to the Foundation for a decision.

iii) Project/Event Grant Application – University of Waterloo Library, for transcription/translation of German language letters and other materials in their primary source collections

L. Haggerty advised that the Committee has reviewed the application and would like to invite the Applicant to next Foundation meeting for an overview of the project.

iv) Revised Grant Policies

S. Massel provided an overview of the draft Grant Policies and Members provided comments and suggested revisions. A revised Grant Policies document will be presented to the Foundation at its next meeting for approval.

v) Grants Tracking

There was discussion about a tracking process for grant applications including actual amounts paid out. It was indicated that a spreadsheet would be created for the Foundation and Committee to reference in the future.

b) Communications Committee

S. Rung provided this update on behalf of Z. Janecki. The Heritage Showcase was a success with 28 organizations represented, 4 radio promotions, Waterloo Regional Record article, and CTV coverage.

Z. Janecki attended the Grand River Conservation Authority Heritage working group event held on February 15, 2013 in Dunnville. Copies of the War of 1812 route map and guide were available.

Further information on the Annual General Meeting will follow.

c) Heritage Advisory Committee

S. Lovell advised that the Committee is making progress on the outstanding plaque installation list.

Nominations for the Foundation Awards are due to the Foundation Secretary on April 28, 2013.

## REPORTS – MEMBER ORGANIZATIONS

- a) P. Clarke gave a verbal update on the recent events of N-W Branch, Architectural Conservancy of Ontario. The organization participated in the Foundation Heritage Showcase; Wilmot Township Heritage Day; the Rockway Centre consultations; the West Montrose Covered Bridge Management project open house; Grand River Heritage Day; and Regional Central Transit Corridor open houses.

Their work also included promoting of local Heritage and Culture at the Regional public input meetings regarding the transit hub; work with a Wilfred Laurier student on the research of five Kitchener properties; and submissions for the 80<sup>th</sup> anniversary book published by the Provincial ACO.

The organization is supporting the play “On the Inside” by Lost&Found Theatre. They have launched a new website, Facebook and Twitter accounts.

- b) B. Paddock gave a verbal update on Heritage Cambridge. The Galt Post Office building has been stabilized, protected and awaiting design and development.

With respect to the Black Bridge in Hespeler, the City of Cambridge is undertaking a study for a potential alternative vehicle crossing over the Speed River and has expanded the scope of the study.

The Heritage Cambridge Annual meeting will be held on March 25, 2013 at Monty's Tapas Wine Bar, Cambridge, with guest speaker Kate Hagerman, Cultural Heritage Specialist, Region of Waterloo.

- c) W. Stauch advised that the Waterloo Historical Society's next meeting is scheduled for March 9, 2013 at 1:30 pm at the St. Jacobs Schoolhouse Theatre.
- d) D. Bonk indicated that the Waterloo Region, Ontario Genealogical Society participated in the Heritage Showcase. They are preparing for their mini conference in April.

### **CORRESPONDENCE**

The correspondence folder was circulated among board members at the meeting.

### **OTHER BUSINESS**

- a) A. Crerar spoke briefly regarding Victoria Reitzel, University Student, and her research for the 40<sup>th</sup> Anniversary of the Foundation.
- b) It was suggested that the Foundation do a bus tour to visit the Foundation plaque sites and that pictures be posted to the Foundation's website.

**NEXT MEETING** – Tuesday, March 26, 2013

### **ADJOURN**

MOVED by A. Dias

SECONDED by L. Haggerty

That the meeting adjourn at 8:19 p.m.

CARRIED

**FOUNDATION CHAIR**, *S. Rung*

**FOUNDATION SECRETARY**, *J. Reid*